

## ICJI Egrants User Manager Maintaining User Access Quick Start Guide

This Quick Start Guide is intended to guide User Managers in maintaining user access. From time to time User Managers may need to add additional roles to current users within their agency. They may need to grant access to additional subgrants to users within their agency and they may also need to remove access privileges from users within their agency. This Quick Start Guide will guide User Managers through all of these processes.

### Add a Role to a Current User

1. Click the User Management tab.



2. You will be transferred to the "User Access Request" page. Click the "Administration User Maintenance" link.

The screenshot shows the "USER ACCESS REQUEST" page. The top navigation bar is the same as the previous screenshot. The main menu includes: Main Menu, User Management, Funding Announcement, Project Management, and Work Manager. Below the menu is a message: "Back Button will not take you back pages, instead use the application menus and controls." The page content includes: "User ID: 19", "User Name: Brother Al Church", and a "Join New Agency" button. Below the button is a table with columns: Agency, GrantID, and User Role. The table has two rows: one for "YWCA of Greater Indianapolis" with GrantID "[All]" and User Role "Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader, Agency Submission, Agency User Manager"; and another for "YWCA of Greater Indianapolis" with GrantID "1001" and User Role "Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader". Below the table is a "Request History Status" dropdown menu set to "[All]". Below the dropdown is a "Request History" table with columns: Agency, GrantID, User Role, Requested Date/Time, User Manager, and Status. The table has one row: "YWCA of Greater Indianapolis", "1001", "Agency User Manager", "10/3/2011 10:18:53 AM", "Mr. Daniel Ross, Miss Ann Helper, Brother Al Church, Mr Sam Smith, Mr. Joe User", and "Completed".

Agency	GrantID	User Role
<a href="#">YWCA of Greater Indianapolis</a>	[All]	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader, Agency Submission, Agency User Manager
<a href="#">YWCA of Greater Indianapolis</a>	1001	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader

Request History Status: [All]

Agency	GrantID	User Role	Requested Date/Time	User Manager	Status
YWCA of Greater Indianapolis	1001	Agency User Manager	10/3/2011 10:18:53 AM	Mr. Daniel Ross, Miss Ann Helper, Brother Al Church, Mr Sam Smith, Mr. Joe User	<a href="#">Completed</a>

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3. You will be transferred to the “Administration User Maintenance Search” page.

System will time out at: 03:32:04 PM.  
Remaining time: 19:24

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Profiles](#) [Access Requests](#) [Administration Requests](#) [Administration User Maintenance](#)

ADMINISTRATION USER MAINTENANCE SEARCH

Search Criteria:

Agency Name: [All]

GrantID:

User Last Name:

User First Name:

Search

User Last Name	User First Name	Last Updated
----------------	-----------------	--------------

4. Enter information in one or more of the “Search Criteria” boxes. Searching by agency name will return all users that have access to the agency selected.
5. Click on the “Search” button. Records that match your criteria will be displayed in the grid.

If there are no records that match your criteria the message “No records found!” will be displayed above the grid. This means:

- You entered the name of a person who is not registered. They must first register.
- You incorrectly entered the search criteria. Re-enter the search criteria again.

- Click on the “User Last Name” link for the user that you wish to add roles.

Back Button will not take you back pages, instead use the application menus and controls.

System will time out at: 03:34:30 PM. Remaining time: 19:34

Logoff

Main Menu | **User Management** | Funding Announcement | Project Management | Work Manager

ProfilesAccess RequestsAdministration RequestsAdministration User Maintenance

ADMINISTRATION USER MAINTENANCE SEARCH

Search Criteria:

Agency Name: YWCA of Greater Indianapolis

GrantID:

User Last Name:

User First Name:

Search

User Last Name	User First Name	Last Updated
<a href="#">Helper</a>	Ann	9/16/2011 2:56:44 PM
<a href="#">Church</a>	Al	9/16/2011 2:56:44 PM
<a href="#">Newcomer</a>	Sally	10/12/2011 7:47:09 AM
<a href="#">Ross</a>	Daniel	10/4/2011 7:46:33 AM
<a href="#">Staff</a>	Agency	10/12/2011 8:17:59 AM
<a href="#">Seler</a>	Shawn	11/4/2011 11:17:58 AM
<a href="#">Smith</a>	Sam	9/16/2011 2:56:44 PM
<a href="#">Jones</a>	Judy	9/16/2011 2:56:44 PM
<a href="#">User</a>	Joe	10/3/2011 10:32:57 AM

- You will be transferred to the “Administration Agency – Role Maintenance” page. Select the agency you are going to grant the user access to from the “Agency Name” drop down box.

Back Button will not take you back pages, instead use the application menus and controls.

System will time out at: 03:40:56 PM. Remaining time: 19:38

Logoff

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ADMINISTRATION AGENCY - ROLE MAINTENANCE

User ID: 44

Last Name: [Newcomer](#)

First Name: Sally

Administrator Comments: added Sally's user roles

User Status: Active

Assign Roles (Check to assign)

Agency Name: YWCA of Greater Indianapolis

Role: Agency Financial Creator

Add Access

Select	Delete	Agency Name	Role	Projects
<input type="checkbox"/>	<input type="checkbox"/>	YWCA of Greater Indianapolis	Agency Financial Creator	Selected
<input type="checkbox"/>	<input type="checkbox"/>	YWCA of Greater Indianapolis	Agency Program Reader	Selected

Save Cancel

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8. Select the role that you want to add for the selected user from the “Role” drop down box. (See previous page for screen shot.) The [Security Roles Quick Start Guide](#) explains the roles in more detail.
9. Click the “Add Access” button. (See previous page for screen shot.)
10. A grid will open up showing all subgrants for the agency selected. You may select specific subgrants that the user will have access to or you may select the “All Projects” check box in the upper right corner of the grid. Selecting the “All Projects” check box will give the user access to all current and future subgrants for the agency selected.

System will time out at: 03:43:10 PM  
Remaining time: 19:52

Back Button will not take you back pages, instead use the application menus and controls.

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ADMINISTRATION AGENCY - ROLE MAINTENANCE

User ID: 44  
 Last Name: [new.comer](#)  
 First Name: Sally  
 Administrator Comments: Added Sally's user roles  
 User Status: \* Active

Assign Roles (Check to assign)

Agency Name: \* YWCA of Greater Indianapolis  
 Role: \* Agency Financial Creator  
 Add Access

Update Cancel Agency Name: YWCA of Greater Indianapolis Role: Agency Financial Creator All Projects: ☒

Action	Grant ID
<input type="checkbox"/>	1013 - test
<input type="checkbox"/>	1012 -
<input type="checkbox"/>	1011 - Grant Test
<input type="checkbox"/>	1010 - Grace House
<input type="checkbox"/>	1009 - Rugburns and barked shins
<input type="checkbox"/>	1008 - Victim Services for Immigrants
<input type="checkbox"/>	1007 - Test....
<input type="checkbox"/>	1006 - Advocates for Child Victims
<input type="checkbox"/>	1005 - Re-entry
<input type="checkbox"/>	1004 - Bullying Prevention
<input type="checkbox"/>	1003 - Church Aftercare Program
<input type="checkbox"/>	1002 - RDP
<input checked="" type="checkbox"/>	1001 - VOCA Sandbox Application

Select All Remove All

Select Delete Agency Name: YWCA of Greater Indianapolis Role: Agency Program Reader Projects: Selected

Save Cancel

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11. Click the “Update” button in the upper left corner of the grid after selecting the appropriate subgrants for the user.
12. You must repeat steps 6 through 11 for each role that you want to add to a user.

13. Enter comments in the “Comments box.” (See screen shot on previous page.)
14. Once you have added all of the necessary roles, click the “Save” button at the bottom of the page. (See screen shot on previous page.)

## Delete a Role From a Current User

1. Click the User Management tab.



2. You will be transferred to the “User Access Request” page. Click the “Administration User Maintenance” link.

System will time out at: 03:27:38 PM. Remaining time: 18:39

Back Button will not take you back pages, instead use the application menus and controls.

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Profiles Access Requests **Administration Request** Administration User Maintenance

User ID: 19  
User Name: Brother Al Church

**USER ACCESS REQUEST**

Current Agency/Project Roles Access

Click "Join New Agency" button to request a role(s) for a new agency or select an "Agency" table link to request role modification at an existing agency.

Join New Agency

Agency	GrantID	User Role
<a href="#">YWCA of Greater Indianapolis</a>	[All]	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader, Agency Submission, Agency User Manager
<a href="#">YWCA of Greater Indianapolis</a>	1001	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader

Request History Status: [All]

**Request History**

Agency	GrantID	User Role	Requested Date/Time	User Manager	Status
YWCA of Greater Indianapolis	1001	Agency User Manager	10/3/2011 10:18:53 AM	Mr. Daniel Ross, Miss Ann Helper, Brother Al Church, Mr Sam Smith, Mr. Joe User	<a href="#">Completed</a>

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3. You will be transferred to the “Administration User Maintenance Search” page.

System will time out at: 03:32:04 PM.  
Remaining time: 19:24

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

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ADMINISTRATION USER MAINTENANCE SEARCH

Search Criteria:

Agency Name: [All]

GrantID:

User Last Name:

User First Name:

Search

User Last Name	User First Name	Last Updated
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4. Enter information in one or more of the “Search Criteria” boxes. Searching by “Agency Name” will return all users that have access to the agency selected.

5. Click on the “Search” button. Records that match your criteria will be displayed in the grid. If there are no records that match your criteria the message “No records found!” will be displayed above the grid.

This means:

- You entered the name of a person who is not registered. They must first register.
- You incorrectly entered the search criteria. Reenter the search criteria again.

6. Click on the “User Last Name” link for the user that you wish to delete roles.

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System will time out at: 03:34:30 PM. Remaining time: 19:34

Back Button will not take you back pages, instead use the application menus and controls.

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**ADMINISTRATION USER MAINTENANCE SEARCH**

Search Criteria:

Agency Name:

GrantID:

User Last Name:

User First Name:

User Last Name	User First Name	Last Updated
<a href="#">Helper</a>	Ann	9/16/2011 2:56:44 PM
<a href="#">Church</a>	Al	9/16/2011 2:56:44 PM
<a href="#">Newcomer</a>	Sally	10/12/2011 7:47:09 AM
<a href="#">Ross</a>	Daniel	10/4/2011 7:46:33 AM
<a href="#">Staff</a>	Agency	10/12/2011 8:17:59 AM
<a href="#">Seler</a>	Shawn	11/4/2011 11:17:58 AM
<a href="#">Smith</a>	Sam	9/16/2011 2:56:44 PM
<a href="#">Jones</a>	Judy	9/16/2011 2:56:44 PM
<a href="#">User</a>	Joe	10/3/2011 10:32:57 AM

7. You will be transferred to the “Administration Agency – Role Maintenance” page.

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 03:40:58 PM. Remaining time: 19:38

Back Button will not take you back pages, instead use the application menus and controls.

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[Profiles](#) [Access Requests](#) [Administration Requests](#) [Administration User Maintenance](#)

**ADMINISTRATION AGENCY - ROLE MAINTENANCE**

User ID: 44

Last Name: [Newcomer](#)

First Name: Sally

Administrator Comments:

User Status: \*

**Assign Roles (Check to assign)**

Agency Name: \*

Role: \*

Select	Delete	Agency Name	Role	Projects
<input type="checkbox"/>	<input type="checkbox"/>	YWCA of Greater Indianapolis	Agency Financial Creator	Selected
<input type="checkbox"/>	<input type="checkbox"/>	YWCA of Greater Indianapolis	Agency Program Reader	Selected

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8. Scroll to the portion of the page where the user role grid is displayed. Click the “Delete” button to the left of the role that you wish to delete. (See screen shot on previous page.)
9. You must repeat step 8 for each role that you want to delete.
10. Enter comments in the “Comments box.” (See screen shot on previous page.)
11. Once you have deleted all of the roles you wish to delete, click the “Save” button at the bottom of the page. (See screen shot on previous page.)

### Add Additional Subgrants to a Role Already Assigned to a User

1. Click the User Management tab.



2. You will be transferred to the “User Access Request” page. Click the “Administration User Maintenance” link.

USER ACCESS REQUEST

Current Agency/Project Roles Access

Click “Join New Agency” button to request a role(s) for a new agency or select an “Agency” table link to request role modification at an existing agency.

[Join New Agency](#)

Agency	GrantID	User Role
<a href="#">YWCA of Greater Indianapolis</a>	[All]	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader, Agency Submission, Agency User Manager
<a href="#">YWCA of Greater Indianapolis</a>	1001	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader

Request History Status:

Request History

Agency	GrantID	User Role	Requested Date/Time	User Manager	Status
YWCA of Greater Indianapolis	1001	Agency User Manager	10/3/2011 10:18:53 AM	Mr. Daniel Ross, Miss Ann Helper, Brother Al Church, Mr Sam Smith, Mr. Joe User	<a href="#">Completed</a>

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3. You will be transferred to the “Administration User Maintenance Search” page.

System will time out at: 03:32:04 PM.  
Remaining time: 19:24

Back Button will not take you back pages, instead use the application menus and controls.

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ADMINISTRATION USER MAINTENANCE SEARCH

Search Criteria:

Agency Name: [All]

GrantID :

User Last Name:

User First Name:

Search

User Last Name	User First Name	Last Updated
----------------	-----------------	--------------

4. Enter information in one or more of the “Search Criteria” boxes. Searching by “Agency Name” will return all users that have access to the agency selected.
5. Click on the “Search” button. Records that match your criteria will be displayed in the grid. If there are no records that match your criteria the message “No records found!” will be displayed above the grid.

This means:

- You entered the name of a person who is not registered. They must first register.
- You incorrectly entered the search criteria. Reenter the search criteria again.

6. Click on the “User Last Name” link for the user that you wish to add additional subgrants.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | **User Management** | Funding Announcement | Project Management | Work Manager

Profiles Access Requests Administration Requests Administration User Maintenance

ADMINISTRATION USER MAINTENANCE SEARCH

Search Criteria:

Agency Name: YWCA of Greater Indianapolis

GrantID:

User Last Name:

User First Name:

Search

User Last Name	User First Name	Last Updated
<a href="#">Helzer</a>	Ann	9/16/2011 2:56:44 PM
<a href="#">Church</a>	Al	9/16/2011 2:56:44 PM
<a href="#">Newcomer</a>	Sally	10/12/2011 7:47:09 AM
<a href="#">Bosa</a>	Daniel	10/4/2011 7:46:33 AM
<a href="#">Staff</a>	Agency	10/12/2011 8:17:59 AM
<a href="#">Seiler</a>	Shawn	11/4/2011 11:17:58 AM
<a href="#">Smith</a>	Sam	9/16/2011 2:56:44 PM
<a href="#">Jones</a>	Judy	9/16/2011 2:56:44 PM
<a href="#">User</a>	Joe	10/3/2011 10:32:57 AM

7. You will be transferred to the “Administration Agency – Role Maintenance” page.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | **User Management** | Funding Announcement | Project Management | Work Manager

Profiles Access Requests Administration Requests Administration User Maintenance

ADMINISTRATION AGENCY - ROLE MAINTENANCE

User ID: 44

Last Name: [Newcomer](#)

First Name: Sally

Administrator Comments: added Sally's user roles

User Status: Active

Assign Roles (Check to assign)

Agency Name: YWCA of Greater Indianapolis

Role: Agency Financial Creator

Add Access

Select	Delete	Agency Name	Role	Projects
<a href="#">Select</a>	<a href="#">Delete</a>	YWCA of Greater Indianapolis	Agency Financial Creator	Selected
<a href="#">Select</a>	<a href="#">Delete</a>	YWCA of Greater Indianapolis	Agency Program Reader	Selected

Save Cancel

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8. Scroll to the portion of the page where the user role grid is displayed.
9. Click the “Select” button to the left of the role to which you want to add additional subgrants. (See screen shot on previous page.)
10. A grid will open up showing all subgrants for the role selected. You may select specific subgrants by clicking the check box to the left of the Grant ID or you may select the “All Projects” check box in the upper right corner of the grid. Selecting the “All Projects” check box will give the user access to all current and future subgrants for the agency selected.

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System will time out at: 03:43:10 PM. Remaining time: 19:52

Back Button will not take you back pages, instead use the application menus and controls. [Logoff](#)

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**ADMINISTRATION AGENCY - ROLE MAINTENANCE**

User ID: 44  
 Last Name: [Newcomer](#)  
 First Name: Sally  
 Administrator Comments: Added Sally's user roles

User Status:

Assign Roles (Check to assign)

Agency Name:   
 Role:  [Add Access](#)

[Update](#) [Cancel](#) Agency Name: YWCA of Greater Indianapolis Role: Agency Financial Creator All Projects: ☐

Action	Grant ID
<input type="checkbox"/>	1013 - test
<input type="checkbox"/>	1012 -
<input type="checkbox"/>	1011 - Grant Test
<input type="checkbox"/>	1010 - Grace House
<input type="checkbox"/>	1009 - Rugburns and barked shins
<input type="checkbox"/>	1008 - Victim Services for Immigrants
<input type="checkbox"/>	1007 - Test....
<input type="checkbox"/>	1006 - Advocates for Child Victims
<input type="checkbox"/>	1005 - Re-entry
<input type="checkbox"/>	1004 - Bullying Prevention
<input type="checkbox"/>	1003 - Church Aftercare Program
<input type="checkbox"/>	1002 - RDP
<input checked="" type="checkbox"/>	1001 - VOCA Sandbox Application

[Select](#) [Delete](#) Agency Name: YWCA of Greater Indianapolis Role: Agency Program Reader Projects: Selected

[Save](#) [Cancel](#)

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11. Click the “Update” button in the upper left corner of the grid after selecting the appropriate subgrants for the user.

12. You must repeat steps 8 through 11 for each role that you want to modify.
13. Enter comments in the “Comments box.” (See screen shot on previous page.)
14. Once you have added all of the necessary subgrants, click the “Save” button at the bottom of the page. (See screen shot on previous page.)

## Delete Specific Subgrants From a Role Already Assigned to a User

1. Click the User Management tab.



2. You will be transferred to the “User Access Request” page. Click the “Administration User Maintenance” link.

System will time out at: 03:27:38 PM. Remaining time: 18:39

Back Button will not take you back pages, instead use the application menus and controls.

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Profiles Access Requests Administration Requests **Administration User Maintenance**

User ID: 19  
User Name: Brother Al Church

**USER ACCESS REQUEST**

Current Agency/Project Roles Access

Click "Join New Agency" button to request a role(s) for a new agency or select an "Agency" table link to request role modification at an existing agency.

Join New Agency

Agency	GrantID	User Role
<a href="#">YWCA of Greater Indianapolis</a>	[All]	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader, Agency Submission, Agency User Manager
<a href="#">YWCA of Greater Indianapolis</a>	1001	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader

Request History Status: [All]

**Request History**

Agency	GrantID	User Role	Requested Date/Time	User Manager	Status
YWCA of Greater Indianapolis	1001	Agency User Manager	10/3/2011 10:18:53 AM	Mr. Daniel Ross, Miss Ann Helper, Brother Al Church, Mr Sam Smith, Mr. Joe User	<a href="#">Completed</a>

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3. You will be transferred to the “Administration User Maintenance Search” page.

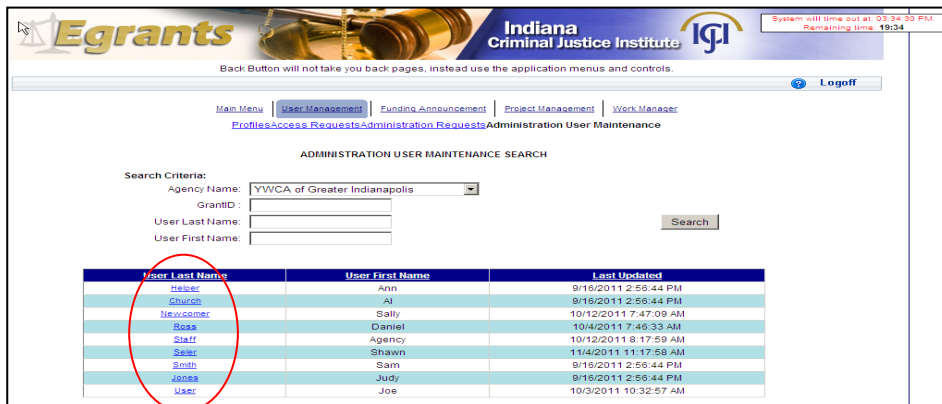
The screenshot shows the Egrants system interface. At the top, there is a header with the Egrants logo, a gavel icon, and the text "Indiana Criminal Justice Institute ICI". A system timeout message in the top right corner states: "System will time out at: 03:32:04 PM. Remaining time: 19:24". Below the header, a navigation bar contains links: "Main Menu", "User Management" (highlighted), "Funding Announcement", "Project Management", and "Work Manager". Below this, a breadcrumb trail shows: "Profiles Access Requests Administration Requests Administration User Maintenance". The main content area is titled "ADMINISTRATION USER MAINTENANCE SEARCH". Under "Search Criteria:", there are four input fields: "Agency Name:" with a dropdown menu showing "[All]", "GrantID:", "User Last Name:", and "User First Name:". A "Search" button is located to the right of the "User Last Name" field. Below the search fields is a table header with three columns: "User Last Name", "User First Name", and "Last Updated".

4. Enter information in one or more of the “Search Criteria” boxes. Searching by “Agency Name” will return all users that have access to the agency selected.
5. Click on the “Search” button. Records that match your criteria will be displayed in the grid. If there are no records that match your criteria the message “No records found!” will be displayed above the grid.

This means:

- You entered the name of a person who is not registered. They must first register.
- You incorrectly entered the search criteria. Reenter the search criteria again.

- Click on the “User Last Name” link of the user for which you wish to delete specific subgrants.



System will time out at: 03:34:30 PM  
Remaining time: 19:34

Back Button will not take you back pages, instead use the application menus and controls. [Logoff](#)

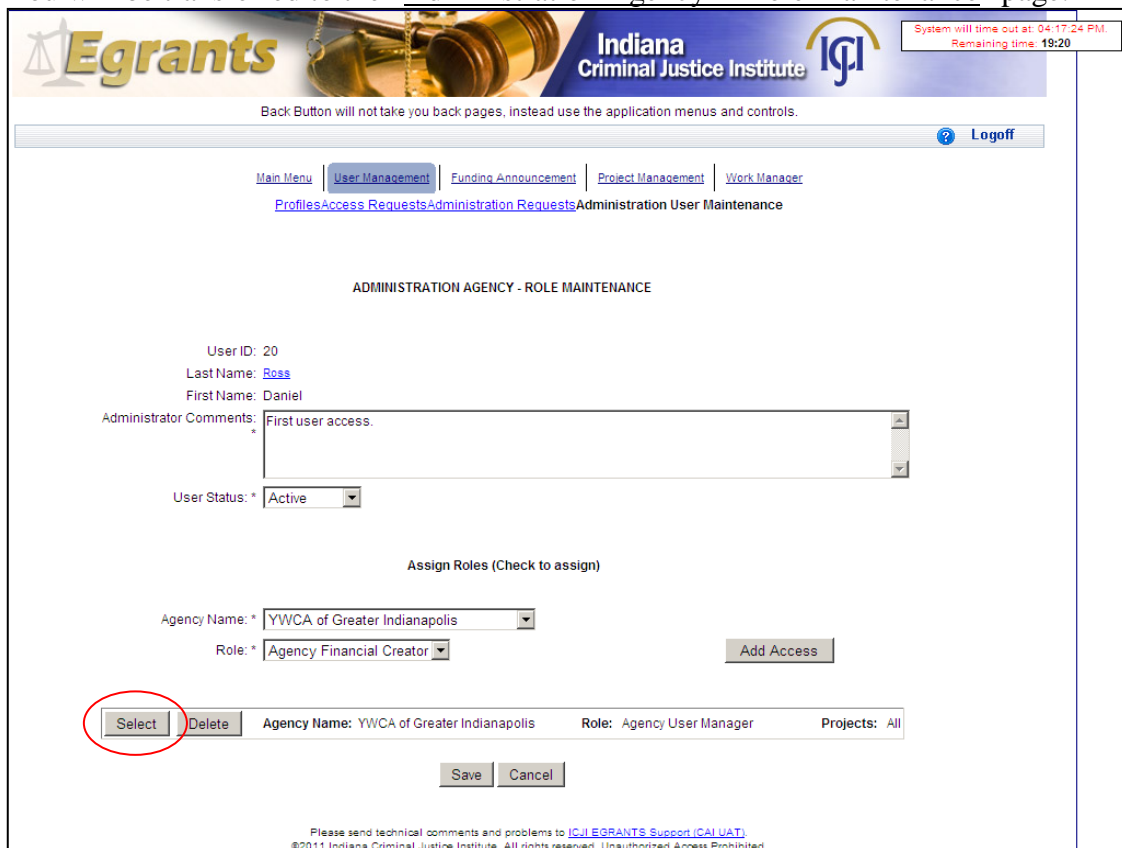
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ADMINISTRATION USER MAINTENANCE SEARCH

Search Criteria:  
Agency Name:   
GrantID:   
User Last Name:   
User First Name:  [Search](#)

User Last Name	User First Name	Last Updated
<a href="#">Belser</a>	Ann	9/16/2011 2:56:44 PM
<a href="#">Church</a>	Al	9/16/2011 2:56:44 PM
<a href="#">Newcomer</a>	Sally	10/12/2011 7:47:09 AM
<a href="#">Ross</a>	Daniel	10/4/2011 7:49:33 AM
<a href="#">Staff</a>	Agency	10/12/2011 8:17:59 AM
<a href="#">Sawt</a>	Shawn	11/4/2011 11:17:58 AM
<a href="#">Smith</a>	Sam	9/16/2011 2:56:44 PM
<a href="#">Jaska</a>	Judy	9/16/2011 2:56:44 PM
<a href="#">User</a>	Joe	10/3/2011 10:32:57 AM

- You will be transferred to the “Administration Agency – Role Maintenance” page.



System will time out at: 04:17:24 PM  
Remaining time: 19:20

Back Button will not take you back pages, instead use the application menus and controls. [Logoff](#)

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ADMINISTRATION AGENCY - ROLE MAINTENANCE

User ID: 20  
Last Name: [Ross](#)  
First Name: Daniel  
Administrator Comments:   
User Status:

Assign Roles (Check to assign)

Agency Name:   
Role:  [Add Access](#)

Select	Delete	Agency Name	Role	Projects
<input type="checkbox"/>	<input type="checkbox"/>	YWCA of Greater Indianapolis	Agency User Manager	All

[Save](#) [Cancel](#)

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- Scroll to the portion of the page where the user role grid is displayed.
- Click the Select button to the left of the role that you want to delete subgrants from.

10. A grid will open up showing all subgrants for the role selected. You may remove access to specific subgrants by removing the checkmark from the check box to the left of the Grant ID. **NOTE:** If the “All Projects” check box in the upper right corner of the grid is checked, you have to **remove** that checkmark before you can remove checkmarks for individual subgrants.

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System will time out at: 04:19:07 PM. Remaining time: 19:53

Back Button will not take you back pages, instead use the application menus and controls.

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[Profiles Access Requests Administration Requests Administration User Maintenance](#)

**ADMINISTRATION AGENCY - ROLE MAINTENANCE**

User ID: 20  
Last Name: [Ross](#)  
First Name: Daniel  
Administrator Comments: First user access.

User Status: \* Active

Assign Roles (Check to assign)

Agency Name: \* YWCA of Greater Indianapolis  
Role: \* Agency Financial Creator

[Add Access](#)

[Update](#) [Cancel](#) Agency Name: YWCA of Greater Indianapolis Role: Agency User Manager All Projects: ☒

Action	Grant ID
<input checked="" type="checkbox"/>	1013 - test
<input checked="" type="checkbox"/>	1012 -
<input checked="" type="checkbox"/>	1011 - Grant Test
<input checked="" type="checkbox"/>	1010 - Grace House
<input checked="" type="checkbox"/>	1009 - Rugburns and barked shins
<input checked="" type="checkbox"/>	1008 - Victim Services for Immigrants
<input checked="" type="checkbox"/>	1007 - Test....
<input checked="" type="checkbox"/>	1006 - Advocates for Child Victims
<input checked="" type="checkbox"/>	1005 - Re-entry
<input checked="" type="checkbox"/>	1004 - Bullying Prevention
<input checked="" type="checkbox"/>	1003 - Church Aftercare Program
<input checked="" type="checkbox"/>	1002 - RDP
<input checked="" type="checkbox"/>	1001 - VOCA Sandbox Application

[Save](#) [Cancel](#)

Please send technical comments and problems to [ICJI EGRANTS Support \(CAI UAT\)](#).  
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11. Click the “Update” button in the upper left corner of the grid after removing the appropriate subgrants for that role.

12. You must repeat steps 8 through 11 for each role that you want to modify.

13. Enter comments in the “Comments box.”



14. Once you have deleted all of the necessary subgrants, click the “Save” button at the bottom of the page. (See screen shot on previous page.)